

Summary Court Martial Officer (SCMO) Module

Briefing Guide



Purpose of the SCMO Briefing Guide

The purpose of this briefing guide is to provide Casualty Assistance Center (CAC) personnel with a standardized briefing for personnel designated to assume the roles, functions, and responsibilities of a Summary Court Martial Officer (SCMO), specifically to understand the following requirements:

- Become familiar with the terms related to the duty of a SCMO
- Understand the flow of Personal Effects (PE) inside and outside the Theater of Combat Operations
- Know the qualifications of a SCMO
- Identify the mandatory duties and discretionary authority and jurisdiction of the non-Theater SCMO
- Become knowledgeable in the use of government forms and formats for the inventory and tracking of PE
- Become familiar with the duties of a SCMO in the Theater of Combat Operations

The Department of the Army has designated this briefing guide as the standard brief called for in Army Regulation 638-2, and requires each CAC to provide this briefing for all personnel identified to perform the role of SCMO and for CAC tasked with follow-up on SCMO activities as they pertain to closure of casualty case files.

Terms

- Personal Effects, or PE, are defined as the privately owned, moveable, personal property, such as items on the deceased Soldier, clothing, and household goods, personal property generally located in living quarters. It is important to note that you do not have authority over all of the casualty's PE, only that which is located in areas where the Army has jurisdiction. We will discuss your limitations in detail shortly.
- The Person Eligible to Receive Effects (PERE): an individual authorized to receive the PE of a hospitalized, deceased or missing person.
- Casualty Assistance Officer (CAO): a uniformed service representative that is assigned to assist the family of a deceased Soldier with funeral arrangements, benefits, and other needs. The CAO receives the PE from the JPED and delivers it to the survivors.
- Defense Casualty Information Processing System (DCIPS): a tracking system maintained at CMAOC for the Casualty and Mortuary processing located. When you identify the PERE, this information will be entered into DCIPS by the CAC.
- Casualty Assistance Center (CAC): primarily, the organization having geographic responsibility for the area in which the casualty occurs, or where the next-of-kin reside.
- Home Station CAC: The CAC with geographic responsibility for the Soldier's assigned unit. The Primary SCMO is located at this geographic location.
- Casualty and Mortuary Affairs Operations Center (CMAOC): organization responsible for policy guidance and operational control over the Army Casualty and Mortuary Affairs programs
- Mortuary Affairs Collection Point (MACP): a location for collection of PE destined to be sent to the JPED.
- Joint Personal Effects Depot (JPED): a Unit in the United States where all PE from Theaters of Operations are delivered.



Throughout a Summary Court Martial Officer's (SCMO's) duty, he or she will need to refer to the Army Regulations and the DA Pamphlet. Many details are contained in these documents which cannot be covered in this briefing guide. When a SCMO is confronted with an unusual or special situation, he or she should refer to the manual, where many of these details are covered. CAC personnel should be thoroughly versed in the contents of these documents and they should be your first point of contact to obtain guidance and/or assistance.

DA Pam 638-2, Appendix F-13 provides a SCMO checklist for information and documents that you will need to receive before commencing duty. These items consist of information covered in this briefing guide or provided to you separately by the CAC.

SCMO Standard Briefing

This briefing is designed to familiarize you with your duties as a SCMO for the disposition of the PE of a deceased or missing Soldier, civilian employee, or a dependent.

Personal effects often have both sentimental and economic value to survivors. The Army tends to get more complaints about property than about remains. Performing your task efficiently and sticking to the regulation when dealing with issues will help survivors cope with their loss and reduce the number of complaints and investigations resulting from transmission of PE.

Objectives

- Become familiar with the terms related to the duty of a SCMO
- Understand the flow of PE inside and outside the Theater of Combat Operations
- Know the qualifications of a SCMO
- Identify the mandatory duties and discretionary authority and jurisdiction of the non-Theater SCMO
- Become knowledgeable in the use of government forms and formats for the inventory and tracking of PE
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Learning Objectives

Your role as a SCMO is to identify the PERE, collect and safeguard the PE (privately owned, moveable, personal property) of a deceased or missing Soldier that you have authority over, and deliver or ship the PE to that person. However, the scope of duties can differ depending on where the SCMO is located (within a Theater of Operations, and in non-Theater locations at the Soldier's home station or at a secondary location where the Soldier has PE).


- Therefore, you need to understand the flow of PE both inside the Theater of Operations and in non-theater areas.
- You must be able to explain the mandatory duties of a Primary SCMO. Mandatory duties are the basic tasks that all Primary SCMOs must perform. Other, discretionary duties differ according to the particular situation. For example, a SCMO does not normally pay or collect debts on the part of the deceased; however, unusual circumstances might require this.
- We will spend some time on the forms used in inventory and tracking because there is a standard on how you must record this information.
- You will see that duties of a SCMO in-Theater are more limited than those you will be asked to perform outside the Theaters of Operations, and that the JPED will do much of the processing that you, as a non-theater SCMO, will have to do yourself.

References

- Chapters 17-20 of AR 638-2 will be your basic reference source for the duties of a SCMO here in CONUS.
- AR 638-2, Chapter 22 talks about Disposition of Effects in Theaters of Combat Operation. However, the occurrence of a war required changes and amplifications to this guidance.
- Therefore, the ALARACT (All Army Activities) messages were written and disseminated to provide more detail. We will refer to these when we talk about the duties of the Theater SCMO at the end of this lesson.
- Each ALARACT provides some new guidance.
- ALARACT 139/2006 lays out basic procedures for the in-Theater SCMO to follow.
- ALARACT 149/2006 revised the policies and procedures for the handling of PE in the CENTCOM and deployed theaters.
- ALARACT 153/2006 provided for a SCMO Checklist.
- ALARACT 161/2007 mandates that there will be no unexploded ordnance in PE shipped from theater.
- ALARACT 224/2007 requires Theater Commands to maintain a duty roster of certified SCMOs, and states specifically what certification entails.
- ALARACT 235/2007 provides a checklist for the SCMO to use in-Theater to complete the gathering, safeguarding, inventory and shipping of PE from the Theater of Operations to CONUS.
- ALARACT 006/2009 provides new guidance with regard to the appointment of non-commissioned officers in the rank or E-6 for Inventory Officials to collect and inventory PE of medically evacuated Soldiers from combatant theaters.

What is PE?

What are Personal Effects?



Personal Effects - the privately owned, movable personal property of the deceased, DUSTWUN or captured person, such as clothing, personal papers, electronic equipment, and other items belonging to the deceased, DUSTWUN, or captured person.

Your authority only extends to those PE found in places under Army jurisdiction.

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PE can include, but is not limited to:

- Any government property issued to the Soldier or civilian
- Personal clothing
- Items of sentimental value to the Family
- Electronic equipment: Personal video/audio, cameras, DVD players, IPOD players, laptops, and so forth
- Personal papers including correspondence (letters, post cards) and pictures
- Military awards, records, decorations, etc.
- Any other personal items located in the Soldier's lockers, trunks, personal pockets, etc.

- Funds, and commercial papers belonging to the deceased:
 - - money, coins, and any other paper items.
 - - notarized copies of original bills of sale
 - - receipt for cash transactions

Note: These items can often clue a SCMO as to the existence of items in a Soldier's possession at time of death.


Example: While inventorying a Soldier's property, the SCMO sees a receipt. The receipt has the Soldier's credit card acct. number and shows the item purchased as a 13" TV. Is the TV within the items you have seen so far?



Reference: AR 638-2, Chapter 17, paragraph 4. Personal effects

When is a SCMO required?

When is a SCMO Required?



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Deceased Soldier.
- ★ Soldier DUSTWUN or captured.
- ★ Deceased or EAWUN Army civilian or Army contract employee who is subject to military law.
- ★ Civilian not subject to military law who dies at a place under military control.

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There are multiple types of casualties which require the gathering of PE.



Reference: AR 638-2, Chapter 17, paragraph 2. Statutory authority

What is not collected by the SCMO?

What is not collected by the SCMO?



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Funds on Deposit with Financial Institutions
 - Savings Accounts
 - Checking Accounts
 - Money Market Accounts
 - Investment Accounts
- ★ Government Property
 - Organizational Clothing and Individual Equipment (OCIE)
Weapons; Masks
- ★ Miscellaneous - Pets and other animals; real estate; any PE in the custody of the PERE or spouse

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These are samples of items not included in PE. You are not authorized or permitted to secure PE not found in places under Army jurisdiction or control.

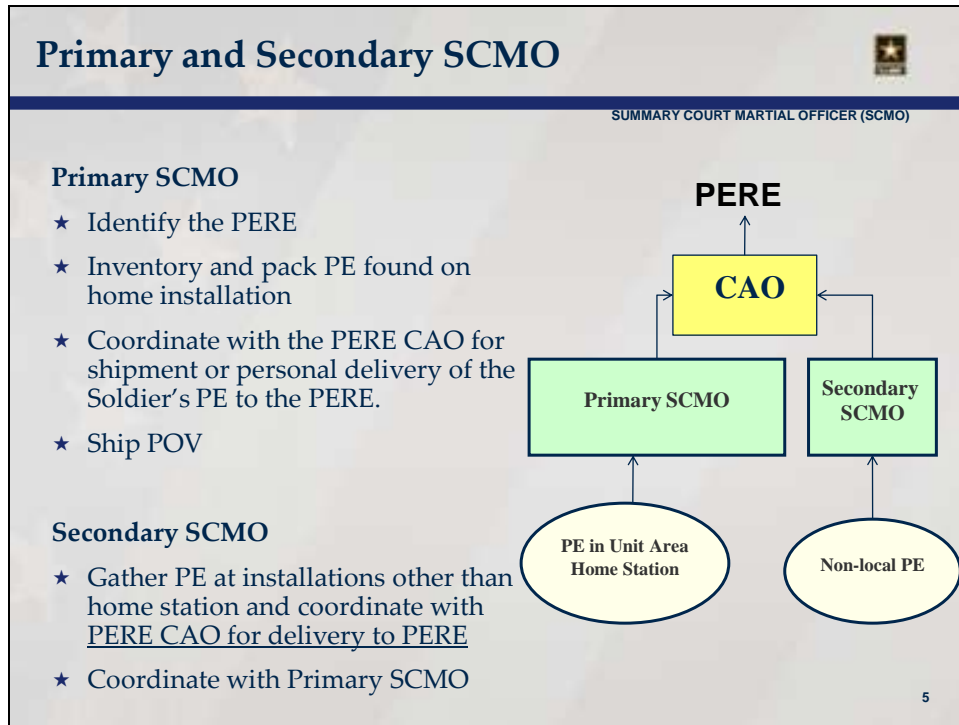
Some examples of what is not under Army jurisdiction or control:

- Property in custody of spouse or PERE
- Property in off-post housing (except in foreign countries)
- In the event that police have custody for physical evidence; Army's responsibility is finished when the SCMO informs the PERE of this.



Reference: AR 638-2, Chapter 17, paragraph 4. Personal effects

Primary and Secondary SCMO



When you are the Primary SCMO for a deceased or missing Soldier, it may be necessary for you to coordinate with other SCMOs.

- When PE are located at two or more locations, the commander with Summary Court Martial (SCM) convening authority for each location other than Home Station must appoint a SCMO to gather PE. We call this person a secondary SCMO, and there could be several.
 - A secondary SCMO, not located in the Theater of Combat Operations, sends his or her collected PE directly to the PERE, NOT to the Primary SCMO.
 - A Secondary SCMO should inform the Primary SCMO when the task is completed.

- The SCMO appointed at the Soldier's unit of assignment is the Primary SCMO for all PE and should coordinate with all Secondary SCMOs at other installations to ensure that all PE are cared for in a timely manner.




Reference AR 638-2, Chapter 18, paragraph 2. Multiple SCMOs

AR 638-2, Chapter 20, paragraph 2.a. *Outside Theaters of Operations*. "In the event the person had PE at more than one location, PE will be collected, inventoried and shipped by the SCMO appointed by the place where the PE was located to the PERE ..."

DA Pam 638-2, Appendix F-1. *i*.

Requirements for SCMO Duty

Requirements for SCMO Duty



SUMMARY COURT MARTIAL OFFICER (SCMO)

A Soldier identified to act as a SCMO must be:

- ★ A commissioned officer
- ★ Not scheduled to deploy for at least 30 days after appointment
- ★ Appointed on orders by Summary Court Martial convening authority


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Reference: AR 638-2, Chapter 18, paragraph 3. SCM Criteria

Mandatory Duties of Primary SCMO

Mandatory Duties Of Primary SCMO



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Determine the PERE
- ★ Locate the PE
- ★ Collect and safeguard PE
- ★ Conduct inventory of PE
- ★ Dispose of the effects, by
 - Coordination with the PERE CAO for subsequent delivery to PERE (Preferred)
 - Destruction
 - Public Sale
- ★ Ensure that the individual is cleared of any hand receipts at the home station, including Organization Clothing and Individual Equipment (OCIE) records from a Central Issue Facility (CIF)


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Discretionary Duties of the SCMO (Non-Theater)

Discretionary duties would include collection and payment of local debts. See Chapter 19, paragraph 5 of AR 638-2. SCMO should avoid becoming involved with this. Any local debts of the Soldier should be reported to the PERE for the family to resolve.

Person Eligible to Receive Effects (PERE)

Person Eligible to Receive Effects (PERE)



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ PERE is the person to whom the Army will deliver or ship PE
- ★ PERE is determined by the SCMO appointed by the home station CAC, using:
 - Available personnel records
 - Order of precedence
 - Procedures found in DA Pam 638-2
- ★ PERE order of precedence is listed in AR 638-2, paragraph 19-5
- ★ **Determine PERE within 24 hours of assignment as SCMO**
- ★ CDR, HRC (AHRC-PDC-PD) will resolve any questions regarding who the PERE is.

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The important thing to remember here is that the PERE is not necessarily the Person Authorized to Direct Disposition (PADD) or the NOK. You must make a determination on the PERE within 24 hours.

Once you have made the determination of the PERE and relayed this information to the CAC, the DCIPS database will be updated to reflect the name of the PERE.


The identified PERE may relinquish the rights to receive the deceased person's PE. This must be written, signed, dated by the PERE and witnessed by an Army representative.

NOTE: The relinquishing PERE may NOT name the successor. The new PERE will be the next person in the order of priority.

Order of Precedence for Determining PERE

- The PERE may be chosen by the Soldier in advance and if so, will be listed on the Soldier's DD Form 93 in block 13. If not annotated on the Soldier's DD Form 93, the following Order of Precedence will apply:

Order of Precedence for Determining PERE



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Legal representative has the first precedence (if they present themselves with appropriate documentation)
- ★ Spouse has the second precedence
- ★ Child has the third precedence, by age
- ★ A parent has the fourth precedence, by legal custody, then age
- ★ Sibling has the fifth precedence, by age
- ★ Other blood relative has the sixth precedence
- ★ A person standing in *loco parentis* has the seventh precedence
- ★ Additional precedence may be found in AR 638-2

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- The legal representative is the appointed executor or administrator of the decedent's estate. (The legal representative must identify him/herself.)
- If there is no legal representative, go to the spouse, as indicated on the deceased or missing person's official military record.
NOTE: Challenges and special cases are covered in AR 638-2, Chapter 19, paragraph 4: Challenges and disqualifications of the PERE.
- If there is no spouse, follow the order of precedence through other relatives.

NOTE: When the PERE is a minor child or a divorced parent, you must a 45-day letter, also called a PE Determination letter. In it, you will state that PE will be held for a reasonable time period, but not less than 45 days. Time limit is determined by SCMO.

- If no blood relatives qualify for tasking, a person in *loco parentis* is not a blood parent, but is legally authorized to act as a parent (foster parents and step parents fit into this category).
- If there is a will..... beneficiaries named in it are the lowest category of PERE. In this case, the beneficiary will petition a civil court for appointment as the legal representative, and the SCMO will not be responsible for distributing the PE.


When no recipient can be identified, the SCMO is authorized to sell the PE. We will discuss this later when we talk about distributing the PE.

REFERENCE: AR 638-2, Chapter 19, paragraph 4: Challenges and disqualifications of the PERE

AR 638-2, Chapter 19, paragraph 8,b.; Chapter 19, paragraph 9, e. (1). *Re. the 45-Day letter*

Do Not Deviate from the Order of Precedence

Do Not Deviate from the Order of Precedence



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Despite the regulation concerning the order of priority of recipients, conflicting claims for the PE are frequently asserted by Family members, and debtors or creditors.
- ★ You must adhere to the order of precedence established in title 10, section 4712, U.S. Code, and implemented by AR 638-2.
 - **Do not allow** your own sense of justice to be used as a basis to deviate from the law or Army regulation.
- ★ Only temporary custody of the PE is transferred. **Ownership or title**, will be determined by the laws of the State of residence of the Service Member.

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The more entangled the deceased or missing person's finances and Family relationships are, the more likely the estate will have to be probated in civil courts. In order to avoid this complex and expensive process, the parties listed on the slide will try to press their claims through the SCMO.

Stick to the order of precedence, and you and the Army will be covered.

REMEMBER that transfer of PE to the PERE does not confer legal title or ownership. Any question of ownership must be determined by agreement among the interested parties, or if necessary in the civil courts.

Where are PE found?

Where are PE found?



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Many Soldiers have PE in multiple locations.
 - Check living quarters
 - Contact various agencies and organizations on post
 - Publish notices in the installation newspaper and weekly bulletin
 - Military Medical Treatment Facility (MTF)
 - Military Law Enforcement Agencies
 - Local command's supply area
 - Government storage facility (off post)
 - Government contract mortuary facility
- ★ PE in all locations must be disposed of properly with required documentation completed

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If the deceased or missing Soldier lived on post, you have the authority to enter government owned housing, bachelor quarters, barracks, guest houses, or government housing off post for the purpose of gathering PE. Other places to locate on post include the Soldier's unit, especially the workplace and supply room; Post laundry; Post auto, hobby shops, Post bowling alley, Post Transportation Office for stored household goods (HHG), and so forth.

- You must run at least three notices in the installation newspaper and weekly bulletin. The notices should target two interested parties:
 - Persons having property of the deceased should contact you.
 - Persons to whom the deceased is indebted, or who are indebted to the deceased should also contact you.

- If the Soldier died in a Military Medical Treatment Facility (MTF), you will coordinate directly with the medical personnel who have control of the PE.
- If PE is being retained as evidence by military law enforcement, contact the physical evidence custodian, so that the PE will be turned over to you for distribution when it is released.
- If the deceased was transported to the receiving funeral home from an accident site, you may find PE at the receiving funeral home.

NOTE: If PE is being held by civil law enforcement, the PERE will need to contact these agencies. You, as SCMO, should provide the contact information.




Reference: DA Pam 638-2, Appendix F, F-1.h (MTF) and F-3. Locating PE
DA Pam 638-2, Chapter 12, paragraph 7. PE retained by law enforcement agencies

Safeguarding PE

Safeguarding PE

SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Do not store PE or perform inventory in a room where others have access
- ★ Do not leave PE unattended at any point during inventory



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You must take extreme care to safeguard PE and prevent pilferage, damage, or loss. The following are best practices to meet this goal:

- Collect and inventory PE as quickly as possible
- Never leave it unattended while it is not secured (as in the picture of the barracks on this slide)
- Do not store PE or perform the inventory in a room to which the Soldier's roommate or others have open access. It is important to limit access to the room during the inventory. If the inventory must be performed in the barracks, other occupants of the room will only be allowed access under direct observation by you and your assistant
- Pack the PE and transfer it to a safe location until it has all been transferred or delivered to the PERE.

- If you have glass or breakable items and no appropriate packaging materials, wrap the breakable items in items of clothing to safeguard against damage in shipping.
- Do not communicate with any unauthorized person regarding the Soldier's PE.
- If you observe any tampering or theft of PE during any stage of the inventory process, immediately inform your commander and the military police.
- Use the 2-man rule...use a buddy.

Withdrawal of Government Property

Withdrawal of Government Property



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ You will withdraw from the PE any organizational clothing and individual equipment (OCIE) and any other government property issued to the Soldier and turn it in to supply channels. This includes:
 - installation recreation service supplies and equipment
 - items borrowed from Army Community Services Lending Closet and similar Soldier/Family support activities.
- ★ Put the Soldier's personal military clothing in the shipment to the PERE.

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The Soldier's account will be credited for items belonging to the government.

Do not list withdrawn items on the inventory. List them on DA Form 3456 showing turn-in of organizational clothing and equipment to supply channels. Do not send this list with the inventory, but do attach it to your SCMO report (which we will discuss later).



Reference: AR 638-2, Chapter 20, paragraph 10. Withdrawal of Government property
DA Pam 638-2, Chapter 12, paragraph 6.
Government property and 12-12. Withdrawn items


Buddy System

Buddy System

SUMMARY COURT MARTIAL OFFICER (SCMO)

Best Practice

- ★ Have a second person with you while conducting inventory of PE
- ★ Ideal person would be a supply clerk



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Why is it a good idea to have a second person with you while doing inventory?

- Provides a second pair of eyes for counting and verification.
- Serves as a witness that inventory was properly conducted.
- One person can guard PE if the other has to leave.
- You can get through it quicker with two participants (one sorts, the other records).

Inventory of PE – DA Form 54

Inventory of PE – DA Form 54

SUMMARY COURT MARTIAL OFFICER (SCMO)

RECORD OF PERSONAL EFFECTS
The name of the form, use DA FORM 54, and the appropriate agency is required.

1. LAST NAME, FIRST NAME, MIDDLE INITIAL		2. GRADE	3. SERVICE NUMBER
4. ORGANIZATION			
5. STATUS: DECEASED, INJURED, OTHER		6. DATE OF STATUS	7. TYPE
8. HISTORY OF EFFECTS		9. DISPOSITION OF EFFECTS	
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95. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			
96. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			
97. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			
98. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			
99. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			
100. DISPOSITION OF EFFECTS: DISPOSED OF BY OTHER (SEE INSTRUCTIONS)			

DA FORM 54, MAY 1988 PREVIOUS EDITIONS TO BE OBSOLETE

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This form is used to inventory PE for theater or non-theater casualties.

1. Block number 1 Name (BTB Last name, Name, Middle Initial)
2. Block Number 2 Grade (E-1, E-2, O-1, O2, etc.)
3. Block Number 3 Social Security Number (000-00-0000)
4. Block Number 4 Organization of the owner of the PE (USA, USMC, USAF, Civilian, etc.)
5. Block Number 5 Status (Deceased, Injured, Other)
6. Block Number 6 and 7 UND (undetermined) will be recorded in these two blocks

For Block 8:

A. All non-negotiable Items will be recorded in this block. (Negotiable items such as money are listed in box 9.)

B. Each item will be listed in the following order:

Quantity in the far left column

Nomenclature: A system of naming. The actual name of the item.

Description: words that make the item different from others in its class: color, size, words inscribed on it (trademark), what it's made of, and so forth.

Inventory of PE – DD Form 1076

Inventory of PE – DD Form 1076

MARTIAL OFFICER (SCMO)

Block 7:
Non-Negotiable
Items →

Block 8:
Negotiable
Items ←

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(The next page provides an enlarged version for ease in reading.)

Summary Court Martial Officer Module

Summary Court Martial Officer Module

MILITARY OPERATIONS RECORD OF PERSONAL EFFECTS OF DECEASED PERSONNEL					
		1. DATE (YYYYMMDD)		2. PAGE OF PAGES	
PRIVACY ACT STATEMENT AUTHORITY: 10 USC Sections 1481 through 148B, EO 9397, Nov. 1943 (SSN). PURPOSE AND USE: This form is used to establish initial identification of deceased personnel. DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in improper identification of the deceased person and person making visual identification.					
3. TENTATIVELY IDENTIFIED DECEDENT					
a. NAME (Last, First, Middle Initial) (or Unidentified)	b. GRADE	c. SSN	d. ORGANIZATION	e. STATUS	f. DATE OF STATUS (YYYYMMDD)
4. PLACE OF RECOVERY (Include grid coordinates)			5. DATE OF RECOVERY (YYYYMMDD)	6. EVACUATION NUMBERS a. Z1 b. Z2	
7. INVENTORY OF EFFECTS					
a. QUANTITY	b. DESCRIPTION	c. RECEIVED	d. CONDITION	e. DISPOSITION	
8. FUNDS/NEGOTIABLE INSTRUMENTS/OTHER HIGH VALUE ITEMS TRANSMITTED WITH EFFECTS					
a. QUANTITY	b. DESCRIPTION	c. RECEIVED	d. CONDITION	e. DISPOSITION	
9. EFFECTS INVENTORIED ABOVE REPRESENT (<i>X as appropriate</i>) <input type="checkbox"/> ALL KNOWN EFFECTS <input type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM UNIT <input type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM REMAINS					
10. PREPARING OFFICIAL					
a. NAME (Last, First, Middle Initial)	b. GRADE	c. ORGANIZATION			
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)	
11. RECEIVING OFFICIAL					
a. NAME (Last, First, Middle Initial)	b. GRADE	c. ORGANIZATION			
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)	
12. RECEIVING OFFICIAL					
a. NAME (Last, First, Middle Initial)	b. GRADE	c. ORGANIZATION			
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)	

DD FORM 1076, JUL 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Designed using Perform Pro, WH&DIOIR, Jun 98

You are required to fill out the following:

- A. Quantity
- B. Description (we have special guidance regarding this)
- C. Received: write the date received
- D. Condition: There are three categories of condition, as described in the instructions for Form 1076:
 - Excellent: visually outstanding
 - Good: visually operable or working, no rips or tears, not broken or damaged
 - Poor: not visually serviceable, damaged
- E. Disposition: Non-Theater SCMOs should leave this field blank

The fields on the top should be self explanatory. The main items you are concerned with are:

- Block 7: All non-negotiable items will be recorded in this block.
- Block 8: Negotiable items such as money are listed here.

Each item will be listed in the following order:

Quantity in the far left column

Description in the next column has actually two parts:

1. Name: A system of naming. The actual name of the item followed by....
2. Description: words that make the item different from others in its class: color, size, words inscribed on it (trademark), and so forth

Inventory of PE – DD Form 1076

It is critical that you describe the item in terms of color, not metal content – such as gold, silver, pewter, etc. Refer **ONLY** to the item in terms of color – gold in color, silver in color, pewter in color. Much confusion has arisen from items described such as “Watch, gold.” This would indicate that the Soldier had a gold (metal) watch, usually worth considerably more than a “watch, gold in color.” The watch may in fact be gold (metal), but it may not be. The same situation applies to foreign coins and women’s jewelry – be very careful to use color of metal, not your opinion of the metal content...coin, gold in color; earrings, gold in color.

Once you have identified an item as being “gold,” family members may understandably want to receive a “gold” watch, not simply a “gold-colored” watch.

The description must have enough detail to be absolutely clear.


Note that valuable items such as cameras, watches, radios, stereo and video equipment, must include make, model and serial number in the description.



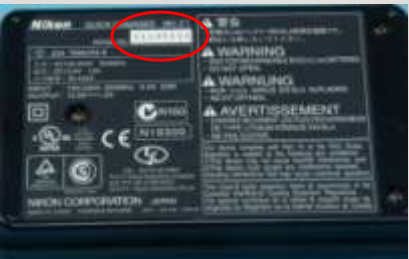

Reference: DA Pam 638-2, Chapter 12, paragraph 12. Completion of DD Form 1076, *a. Valuable items*

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076



SUMMARY COURT MARTIAL OFFICER (SCMO)



1 ea. Charger, battery, black, inscribed Nikon, serial number 31105114.

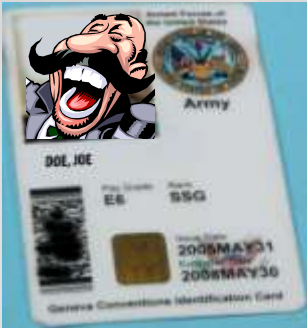
17

Note that the battery charger above is identified by the system rule of number (one). name (charger), and description (battery, black, inscribed Nikon, serial number....)


Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076

SUMMARY COURT MARTIAL OFFICER (SCMO)



1 ea. Card, ID, military, issued to Doe, Joe.



1 ea. Card, Driver License, Florida, issued to Doe, Joe


Each item must be inventoried separately.

Please note that credit cards will be listed in Block 9 as negotiable instruments.

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076

SUMMARY COURT MARTIAL OFFICER (SCMO)



1 ea. Watch, wrist, black and gray in color, serial number, inscribed Timex, with wrist band, black in color.

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This is another example of an item with inscriptions. By now, you are beginning to see that the inventory is time consuming, all the more reason to have an assistant.


However, spending the time necessary to record items efficiently will in the long run save you and the Army from complaints from survivors about inaccuracies and unnecessary inquiries and investigations.





Reference: DA Pam 638-2, Chapter 12, paragraph 12.
Completion of DD Form 1076, *a. Valuable items*

Inventory of PE – DA form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076



SUMMARY COURT MARTIAL OFFICER (SCMO)



1 ea. Jacket DCU.
1 ea. Pants DCU.
Note: Civilian pants are described as :
1 pr. pants, jeans, blue in color

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The directive to clean PE only applies to the clothing and other items found in the following places:

- On or with the remains
- In the unit's field site
- The Soldier's quarters (think laundry bag!)


This provision is not to be construed as authority to clean the Soldier's entire wardrobe or clean and repair other items.




Reference: DA Pam 638-2, Chapter 12, paragraph 14.
Cleaning of PE

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076



SUMMARY COURT MARTIAL OFFICER (SCMO)



1 ea. ring, gold in color, with stones clear
in color , inscribed 14k in the inside

21



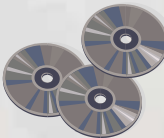
You must describe jewelry to include color of metal (not metal content), presence and color of stones, if any, and all inscriptions. Do not name the metal or stone (a *diamond* ring, for example) because you cannot tell by sight what the materials are.



Reference DA Pam 638-2, Chapter 12, paragraph 12.
Completion of DD Form 1076, *a. Valuable items*

Note: The directions in the Pam for inventory on DA Form 54 also apply to DD Form 1076. Until the Pam is updated, it will have the number of the old form.

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076 	
SUMMARY COURT MARTIAL OFFICER (SCMO)	
	10 ea. books, paperback, various titles 1ea Book, hard cover
	1 bag 25 ea. CDs / DVDs

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Some examples of numbering and grouping items in the inventory.


Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076


SUMMARY COURT MARTIAL OFFICER (SCMO)

Money: Record cash in the following manner:

1 ea. one dollar bill U.S. currency, serial number E72532159J



1 ea. coin, penny U.S. currency



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- Money and negotiable items (i.e. checks, check books, credit cards, and so forth) need to be recorded in Block 9 on DA Form 54
- Record funds sent or delivered with the PE in Block 9a with the notation “sent with PE.”
- If the amount of cash is more than \$20, make a check.
 - Funds exchanged for a government check are also listed in Block 9a. You must make a separate entry in each government check.
 - For foreign currency, send as is.




Reference DA Pam 638-2, Chapter 12, paragraph 12. Completion of DD Form 1076, *e. Currency and Negotiable instruments* and Chapter 12, paragraph 13. Security of PE, *b. Currency*

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076




SUMMARY COURT MARTIAL OFFICER (SCMO)



List **Checks** in this way:

1 ea. check, inscribed, [Check to the Estate of [Soldier's name]



Check Books are to be recorded with the following information:

1 ea. checkbook, inscribed, [State financial institution], [Soldier name], acc # XXXXX6789
Check # 101-105


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Every item that appears on the inventory should be in the shipment to the PERE.




Reference: DA Pam 638-2, Chapter 12, paragraph 12. Completion of DD Form 1076, *e. Currency and Negotiable instruments*

Inventory of PE – DA Form 54 or DD Form 1076

Inventory of PE – DA Form 54 or DD Form 1076 

SUMMARY COURT MARTIAL OFFICER (SCMO)



Credit cards: recorded with the following information:

1 ea. card, inscribed (*state card type, financial institution, Soldier name, account number xxx-xxx-9876-1234*)

Note: type only the **last eight numbers** of the account

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Bank and credit cards (for example, American Express, Discover, MasterCard, Visa) will be listed individually by issuing company, account number, and account holder's name in Block 8.



Reference: DA Pam 638-2, Chapter 12, paragraph 12. Completion of DD Form 1076, *c. Bank and Credit Cards*

Forms Used to Inventory Personal Effects

Forms Used to Inventory Personal Effects	
SUMMARY COURT MARTIAL OFFICER (SCMO)	
Form	..where used
DD Form 1076	is only used for PE inventory in Theater (will be used for all when the DA Form 54 becomes obsolete)
DA Form 54	
DA Form 4160	is prepared by the Army Medical Treatment Facility for injured or ill Soldiers

Up until recently, the DA Form 54 was used outside Theaters of Operation, and the DD Form 1076 was used in-Theater for PE inventory.

DA Form 54 will soon become obsolete, and the DD Form 1076 will be used by the Army in all cases.

You must obtain the Form 4160 from the MTF where the wounded or ill Soldier was brought. It contains a list of all PE that will remain with the Soldier in transit. Attach the 4160 to the inventory form. On the inventory list on form 1076, note "property as described on form 4160, attached."



Reference: DA Pam 638-2, Chapter 12, paragraph 11. Forms used to inventory PE

Shipment and Packing of PE (non-Theater)

Shipment & Packing of PE (non-Theater)



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Package, box, or crate PE securely for shipment.
 - Obtain packing materials through supply channels.
 - Each package, box, or crate will bear the full name of the person to whom PE belong.
 - Contents will be verified.
 - An inventory of the contents will be placed inside EACH box.
 - The master inventory (a copy of all individual inventories) will be placed inside package number 1 clearly indicated as a “master inventory.”
 - A copy of the master inventory will be included with the SCMO report and another copy will be placed in the file.

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- You will personally deliver the PE to the PERE if possible.
- Mail or deliver a memorandum to the PERE stating that the delivery or shipment does not vest title or ownership in the recipient
- Shipments will be made on Government bill of lading or by certified or insured mail. You can also use commercial courier or delivery service within the United States.




Reference: AR 638-2, 20-12. Deliver of PE, *c. Shipment of PE and d. Packing for PE Shipment*

Standard letter format found in DA Pam 638-2, Figure 13-1.

Sample SCMO's summary letter to the PERE

Three Methods of Disposal

Three Methods of Disposal



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Delivery to PERE (Preferred)
- ★ Public Sale
- ★ Destruction

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As we mentioned earlier, there are three methods of disposal. We will cover them in detail in the next several slides.



Reference The three methods are covered in AR 638-2, Chapter 20, paragraph 11-16.

Sale of Personal Effects

Sale of Personal Effects



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Sale of PE is authorized
 - in the best interest of government and PERE
 - when the PERE cannot be located
- ★ If the PERE has been located, request a Power of Attorney (POA)
- ★ Have a public sale (required by law)
- ★ List Items on DA Form 54 or DD Form 1076, and Certificate of Personal Effects Sold

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The criteria for the sale of PE are that:

- The sale is in the interest of both the PERE and the government, and
- The PERE has been notified of the proposed sale, and
- A power of attorney to sell the PE by public sale has been obtained.

Examples of items that usually meet the criteria for sale are:

- electrical transformers and other electrical appliances used outside of the United States that are not designed to work with standard US electrical currents (bought in Germany, for example)
- automobiles that are inoperable or cannot be shipped

- You **MUST** notify the PERE in advance by letter that the items are to be sold unless the PERE objects.
- It is required by law that you conduct public sales of PE. This means publicly advertised and open for attendance.
- Documentation of sale. You will list the PE that you sold through public sale on DD Form 1076 and on the Certificate of Personal Effects Sold (a sample format for this certificate in the DA Pam, reference below). Attach the certificate to the SCMO report.




Reference

AR 638-2, Chapter 20, paragraph 13. Sale of PE
Standard format for Certificate of Personal
Effects Sold is found in DA Pam 638-2 Figure
13-1. Sample certificate of PE sold

Destruction of Personal Effects

Destruction of Personal Effects



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Discretion and common sense must be used when destroying PE
- ★ Items to be destroyed
 - Inappropriate items which may cause embarrassment or added sorrow
 - Items of no value or items that could damage other PE
 - Items prohibited from shipment
- ★ Methods of destruction
 - Incineration
 - Shredding
 - Mangling

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Using discretion and common sense, you will decide which items must be removed and destroyed. These include:

- Inappropriate items that may cause embarrassment or added sorrow to survivors, including obnoxious or obscene materials.
 - You must screen correspondence (opened mail), papers, photographs, video tapes, and so forth for suitability.
 - You will process exposed film to permit screening.
 - This is authorized at government expense using a DA Form 3903 (Visual Information Work Order).
- Other items to be removed include:
 - items that are mutilated, burned, bloodstained, damaged beyond repair
 - unsanitary items

- items of no value
- items that could damage other PE (for example, used toothpaste, soap, deodorant, opened food items, liquid shoe dyes, butane lighters, corrosives, flammables, or oils)


You will prepare a Certificate of Destruction listing all items withdrawn and their disposition. It is written in the form of a memorandum. A sample certificate is located in DA Pam 638–2, Figure 13-3, p. 57.



Reference AR 638-2, Chapter 20, paragraph 14.
Destruction of PE
DA Pam 638–2, Figure 13-3, p. 57.

Sentimental Personal Effects

Sentimental Personal Effects



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ If requested by the PADD and the PERE consents, sentimental items such as wedding bands, religious medals, and lockets that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing and/or for the funeral.

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On occasion, the PADD may request that certain sentimental items, such as the items listed on the slide, be placed on the remains for interment. If the PERE agrees, you will release these items in time for the preparing mortuary to place the PE on the remains.



Reference DA Pam 638-2, Appendix F Summary Court Martial Briefing Guide, F-1, g.

Lost or Missing PE

Lost or Missing PE



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ If the PERE inquires about missing PE:
 - You will investigate the matter
 - Provide summary of findings
 - Assist the PERE in filing a claim for lost PE.

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- Inquiries received from the PERE regarding missing PE will be thoroughly investigated by the SCMO.
 - This refers only to PE that was listed on the inventory, but was not with the shipment when the PERE received it.
- For anything that cannot be located, the family must file a claim with U.S. Army Claims Service.



Reference DA Pam 638-2, Chapter 13, paragraph 8. Report of lost or Stolen PE

SCMO Submission of Reports

SCMO submission of reports



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Final Report is required within 30 days of death or report of DUSTWUN or capture, including:
 - PERE information
 - Collection and payment of debts
 - Cash accounting
 - Claims for the PE
 - Required documents
- ★ Interim Report is required within 30 days if final report is not possible, providing the status of final and reason for delay of final report, along with approximate date to final report
- ★ Late Reports
 - Contain a memorandum explaining why final and interim SCMO reports were not submitted within the prescribed period

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- It is in the Government's interest to dispose of PE as quickly as possible.

- The list of required documents is contained in the regulation and the DA Pamphlet. These include:

Required Documents


Appointing Order	Copy of order appointing the SCMO
Transportation Order	Authorizing shipment of PE to/from outside the U.S.
Letters to PERE & other interested parties	Informing PERE of status, non-shippable items, shipment notification, notification of sale of PE, any other letters
Wills	Copy of will or testamentary letters found in PE
Sale of PE documentation	Bills of sale and authority for the sale (Power of Attorney)
Copies of Bulletins	Copies of means/announcements used to identify local debtors and creditors
Receipts	Copies of receipts signed by debtors and creditors
Certificate of Destruction or Withdrawal	Includes DA Form 3456 showing turn in of organizational clothing and equipment to supply channels
Inventory of items held by civil or military authorities	Includes DA Form 3456 showing turn in of organizational clothing and equipment to supply channels
Inventory of items shipped	Copy of DD Form 1076



Reference DA Pam 638-2, Chapter 13, paragraph 7. SCMO report and Appendix G-2. Required documents

Collection of PE in Theater of Operations

Collection of PE In Theater of Operations



SUMMARY COURT MARTIAL OFFICER (SCMO)

In the Theater of Combat Operations, SCMOs are appointed to:

- ★ complete inventory of PE within 12 hours of incident
- ★ safeguard the PE prior to shipment
- ★ to pack PE and deliver it personally to the MACP

NOTE:

The Theater SCMO does not determine the PERE, nor does the Theater SCMO send any letters to the PERE.

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There is a much more limited scope for the SCMO when in the Theater of Combat Operations, than for the SCMO outside the Theater.

The Theater SCMO essentially packs and ships PE to the JPED, via the MACP and TPED.

The procedures for gathering and inventory of PE is the same for both, except that the SCMO in Theater must complete the inventory within 12 hours. The SCMO has to check for PE stored in other areas than unit:

- Soldier's NCOIC or OIC
- Roommate

- Friends and acquaintances
- Work area
- Supply room
- Local laundry
- Sewing facility

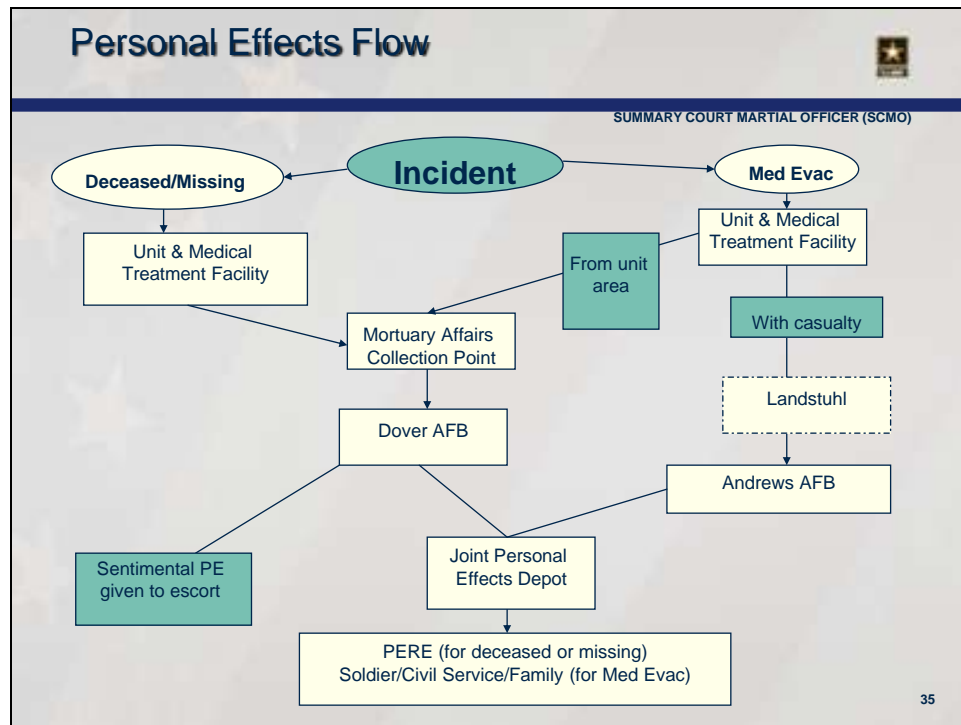
If PE has been retained with the remains at a MTF, the Theater SCMO must request a copy of DA Form 4160 listing the PE, and to attach it to the inventory and final report.

Use DD Form 1076, which we discussed earlier.



Reference ALARACT 139/2006, Section 3.3.1-3.

Disposition of PE from Theater of Combat Operations



This slide provides the flow of personal effects both in the Theater of Operations and in CONUS.

- Note that the JPED is the collection point in the United States for effects sent from Theaters of Combat Operations.
- In Theater, the appointed SCMO gathers PE from the local area, packs it, and personally delivers it to the MACP, from which it is shipped to the JPED.
- PE on remains is shipped via mortuary channels to the United States and eventually sent to the JPED.

Please note that when the PE is processed, the JPED sends it to the CAO for delivery to the PERE. The Home Station SCMO does not receive PE from the Theater of Combat Operations.

As we stated earlier, if you are appointed as the Primary SCMO for a Soldier from your installation that dies, or becomes wounded or missing in Theater, you need to do two things:

1. Identify the PERE who will ultimately receive the Soldier's PE.
2. Gather any of the Soldier's PE on the home installation and send or deliver it to the PERE.



Reference ALARACT 139/2006, Section 3.3.1-3.


Processing Steps to Keep Chain of Custody

- Theater SCMO inventories and delivers PE to Collection Point (You, as the SCMO, do not determine the PERE & will NOT send any letters to the PERE)
- Boxes must be turned in to MACP sealed and must stay sealed
- Collection Point sends sealed boxes to the JPED
- The PE arrives at Dover and is trucked to JPED
- The PE arrives at JPED and is re-inventoried by a JPED SCMO
- PE is then processed, the address is verified and then the PE is sent to CAO
- The CAO delivers the PE to the Family
- The CAO and the Family go over the PE piece by piece to verify that everything is there
- If items are missing, the CAO makes a list and sends it to CMAOC
- The CMAOC will initiate a 15-6 Investigation to the Unit in Theater
- The Family can make a claim against the government if no items are found by Unit in Theater

Maintaining this critical chain of custody is crucial to minimizing the risk of lost items.

Certification of Theater SCMOs

Certification of SCMOs in-Theater



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ All commanders must maintain a standing duty roster of certified SCMOs
- ★ To be certified, a SCMO must:
 - Have appointment orders
 - Have immediate access to supplies (DD Form 1076, footlockers, locks and seals)
 - Understand the 12-hour inventory requirement
 - Understand the requirement for an inventory assistant
 - Understand how to conduct a detailed inventory on Form 1076
 - Understand that he/she must escort PE to the MACP, verify that PE is configured for shipment with RFID tags attached, and receive a PE receipt from the MACP
 - Have contact information for the JPED SCMO and be prepared to reconcile any inventory discrepancies

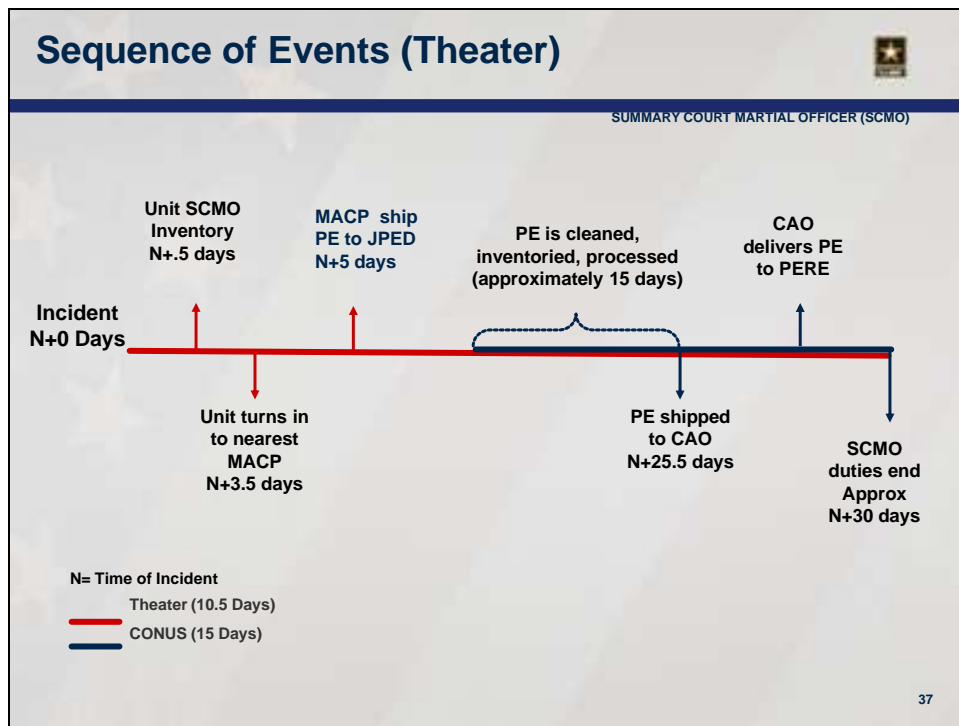
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- SCM appointing authorities have a requirement to report by battalion and company the current roster of certified SCMOs.
- The “buddy system” which we noted earlier as a recommendation for non-theater SCMOs, is REQUIRED for SCMOs in Theater.
- The JPED will carefully sort, record and compare it to your inventory. The JPED SCMO will contact you to reconcile any discrepancies.
- You will be relieved of SCMO duty after the PERE receives the PE from the local CAO.
- The key is that the PE are to be treated with the same care and attention with which we treat a fallen comrade’s remains.



Reference: ALARACT 149/2006, Section 3 A-C

Sequence of Events (Theater)




- The most important things for you to note are:
 - The 12-hour time limit for the in-Theater SCMO to perform inventory.
 - In-Theater SCMOs have a maximum of three and a half days after the incident (casualty) to deliver the PE in person to the MACP.
 - Currently, PE are not being shipped to a TPED. The Mortuary Affairs Collection Point (MACP) will ship the PE directly to the JPED.
 - We will discuss later how the JPED processes PE delivered from Theater.

- The overall processing time is 30 days from the date of the incident. At that time, the SCMO in Theater will be notified that he or she is relieved of duty.

Inventory for Theater SCMOs

Inventory for Theater SCMOs



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Do not attempt to sort out, or destroy, what may or may not be pornography
- ★ Do not open or read diaries, personal letters or any other personal entries
- ★ Do not attempt to clean soiled clothing or PE in Theater
- ★ Do not attempt to pay or collect any local debts of the deceased Soldier
- ★ OCIE will be shipped with PE because some items may have been privately purchased

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There are some common misconceptions about the job of the Theater SCMO. The following guidelines will help the Theater SCMO to accomplish the task swiftly and correctly:

1. DO NOT attempt to sort out or destroy any items other than those specifically itemized (essentially, dangerous items). The JPED has the manpower to screen and remove items before they are sent to the Soldier's family. The JPED will remove any potentially embarrassing items, including any sexually explicit material, and communicate with the family regarding their wishes.
2. DO NOT release any of the PE documentation to anyone other than HRC and JPED. The JPED will release a final report when all actions are complete.

3. DO NOT attempt to clean soiled clothing or PE in Theater. Place soiled items in plastic bags and ship with the PE. Attach a tag stating that the enclosed items are soiled. These items will be cleaned at the JPED.


Packing the PE Inventory in-Theater for Shipping

Packing the PE in-Theater for Shipping



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Obtain all items required for PE shipment
 - Clear plastic locking bags and garbage bags
 - Enough footlockers to secure all PE
 - Permanent markers, index cards
 - Packing materials
 - Pad locks for each footlocker
 - Serialized metal seals (should be available at the MACP)
- ★ Number all footlockers for accountability



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All PE must be shipped in footlockers. This includes ruck sacks, back packs, computers, DVDs, Game Boys, CD cases and duffle bags.

Annotate on the outside of the container if it contains a biohazard.

Units are ordered to stock the AAFES black footlocker in quantities and to stockpile additional footlockers at MACPs as support for damaged ones.

Joint Personal Effects Depot

Joint Personal Effects Depot



SUMMARY COURT MARTIAL OFFICER (SCMO)

The JPED:

- ★ Receives PE from Contingency and Combatant Theaters of Operation
- ★ Is the central United States facility for:
 - Processing & Cataloging PE
 - Transferring Custody to PERE via a local CAO
- ★ Is staffed with SCMOs from all services
- ★ Is empowered to make decisions on PE forwarded to them from Theater regarding
 - Items to be destroyed
 - Sensitive material to be held

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Currently serves as a DOD centralized facility to process and transfer custody of PE of injured, deceased and missing military personnel including civilian and contract employees from US Government control to individuals identified as the PERE in accordance with governing statutes.

The existence of a central Depot to receive PE from Theaters of Operation

1. lessens the burden on units / rear detachments, and
2. ensures standardization

Medically Evacuated Personnel

Medically Evacuated Personnel



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ALARACT 006/2009 provides new guidance for the processing of PE for Soldiers medically evacuated from combatant theaters.
- Non-commissioned officers in the rank of E-6 or above to serve as Inventory Officials for PE of medically evacuated Soldiers.
- PE will be processed in the same manner as PE for Soldiers killed in action.
- Refer to Inventory Officials (Grade E-6 and above) Checklist for Processing of Medically-Evacuated Personal Effects (PE) for detailed instructions.


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In January 2009, an ALARACT message was sent out advising that non-commissioned officers in the rank of E-6 and above MAY be appointed to act as Inventory Officials for PE of Soldiers medically evacuated from combatant theaters.

A checklist was developed and included in the ALARACT message providing the necessary guidelines for this change in policy. A copy of the Checklist is included with this Briefing Guide.

Summary

Summary



SUMMARY COURT MARTIAL OFFICER (SCMO)

- ★ Many misconceptions – refer to regulatory guidelines.
- ★ Understand the importance of the process and checklists
- ★ Non-theater SCMO sends PE directly to PERE
- ★ Theater SCMO is focused on inventorying, safeguarding, and getting PE to JPED.
- ★ Refer to CMAOC for assistance as needed

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Inventory Officials (Grade E-6 and above) Checklist for Processing of Medically-Evacuated Personal Effects (PE)

*Read everything before doing anything! This will save you time and increase accuracy. If you have questions, contact the nearest Mortuary Affairs Collection Point (MACP).

Inventory of PE of:

Soldier Name,	Rank,	Unit,	Status (WIA / other),	Full SSN
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BEFORE YOU START:

_____ **CONTACT** your unit Mortuary Affairs (MA) LNO to assist you with the entire medically-evacuated Personal Effects (PE) process.

_____ **INITIAL** each step as you work through the checklist.

_____ **YOU MUST** designate an assistant to help you collect and inventory the PE.
(Recommend your assistant be a supply Soldier or clerk, if available).

_____ **PRINT** your name, rank, e-mail address and DSN number, and that of your assistant, below:

Inventory Official Rank and Name	E-Mail	DSN Number
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Assistant Rank and Name	E-Mail	DSN Number
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_____ **COMPLETE THE INVENTORY WITHIN 12 HOURS** FOLLOWING YOUR APPOINTMENT using this checklist as a guide.

_____ **BEFORE YOU BEGIN, make sure you have these documents:**

- DA Form 54 Record of Personal Property/ Personal Effects
- CENTCOM Customs Permitted and Prohibited Items List (see page 6)
- Example: Memorandum of Destruction of Personal Effects – available from Theater Mortuary Affairs Office (TMAO)
- Example: Memorandum for NO Unexploded Ordnance – available from TMAO

Note: DO NOT release any of the PE documentation to anyone other than the Mortuary Affairs Collection Point (MACP), Army Human Resources Command (AHRC) or the Joint Personal Effects Depot (JPED).

_____ **OBTAIN** the following items to bag, tag, and secure the PE for shipment:

- Clear plastic (storage type) self-sealing bags and garbage bags of various sizes.
- Enough footlockers to secure ALL of the PE. OVERSIZE items will be secured as best as possible. Otherwise all items will fit in a lockable or sealed container.

- c. Permanent markers, index cards and reinforced tape to identify items and containers.
- d. Packing materials such as newspaper, bubble wrap, etc.
- e. Padlocks for each footlocker (200 series locks are preferred, NSN 5340-00-158-3807).
- g. Serialized metal seals will be available at the Mortuary Affairs Collection Point (MACP).

_____ **NUMBER** the footlockers using index cards and a magic marker. Tape a card with the phrase, "Personal Effects of _____, Box ____ of ____." (e.g., 1 of 2, or 5 of 6) on both the **outside and inside** of the footlocker. Refer to this number on all the DA Forms 54 for the PE in that container (e.g., Box 1 of 6).

_____ **CHECK WITH** the Soldier's NCOIC, OIC, roommate, friends and acquaintances, the work site, supply room, local laundry, the sewing facility, and any other locations the Soldier may have stored PE. Identify any items that may have been loaned to, or from, another person, or stored at other locations in-theater. Include any items that you cannot retrieve quickly (within 12 hours) in a subsequent inventory.

_____ IF YOU **OBSERVE** any **tampering or theft of PE** during any stage of the inventory process immediately inform your commander and the military police.

THINGS NOT TO DO:

_____ **DO NOT COMMUNICATE WITH ANY PERSON OTHER THAN THOSE INVOLVED IN THE MA PROCESS, AND DO NOT SHIP ANY PE TO ANY LOCATION OTHER THAN TO THE MORTUARY AFFAIRS COLLECTION POINT (MACP).**

_____ **DO NOT** open or read diaries, personal letters or any other personal materials. If a diary or book appears to have other material "sticking out," describe the item by its external appearance and annotate "with unviewed items sticking out of it," and place in a sealed plastic bag. Send it all to the MACP.

_____ **DO NOT** attempt to clean soiled clothing or PE in-theater. ***Place soiled items in plastic bags*** and ship with the PE. Attach a tag stating that the enclosed items "need to be cleaned." These items will be cleaned at the JPED.

_____ **DO NOT** store PE or perform the inventory in a room to which the Soldier's roommate or others have access. It is important to limit access to the room during the inventory. If the roommate needs anything from the room, it can only be done under direct observation by you and your assistant.

THINGS TO BE REMOVED:

_____ **REMOVE** any mission critical items such as: night vision goggles, optics, weapons, munitions, masks, radios, compasses, military GPS equipment, government satellite cell phones, or classified documents. Also remove all explosives, ordnance, flammables, or other hazardous or materials.

_____ **REMOVE** flammables such as butane lighters or perishables such as food items. List them on a destruction memo as destroyed. **Do NOT SEND ITEMS THAT WILL SPILL, MELT, OR IGNITE.**

_____ **IF** you discover any war souvenirs, illegal drugs, or alcohol during the inventory, inform your Commander. Transfer or removal of these items will be documented by MFR.

_____ **IF** any other investigative agency (i.e., Military Police or CID) takes custody of any of the Soldier's PE, get a receipt for the items. Include copies with the inventory. Attach a summary of the actions taken on an appropriate MFR.

_____ Be sure to include a supporting document for all removed items, i.e., memorandum of destruction, DA 3645 for turn-ins, CID/MP receipt, or MFR.

CONDUCT THE INVENTORY:

_____ **COLLECT AND SAFEGUARD** all of the Soldier's PE located in places under the Army's jurisdiction or control in theater.

_____ **RECOVER IMMEDIATELY** any items separated from the Soldier at the time of the incident such as individual body armor (IBA), outer tactical vest (OTV), helmet, or personal effects on the soldier that were returned to the unit or removed at a medical treatment facility. Tag these items (name and full SSN) and deliver them to the MACP also. The MACP sends these items to the Dover Port Mortuary.

_____ **ENSURE** all items are packed in an orderly manner with sufficient packing materials to protect the personal effects from damage.

_____ **ENSURE** that any daily use essential items of PE such as eyeglasses or contact lenses, wallets, ID Cards, personal jewelry, and sentimental photographs are packed on top in footlocker # 1 only. First pack this footlocker with large bulky items of clothing, leaving only room for the essential PE. This will allow for rapid re-inventory whenever the PE is removed at the JPED and its immediate return to a Soldier in medical care.

_____ **INCLUDE IN THE DESCRIPTION OF ALL ITEMS**, when available, manufacturer, brand name, serial number (SN), and model number. If the item is damaged, dented, scratched, not operational, etc., include that information in the description.

_____ **BE SURE** to look at receipts for things that the Soldier may have bought at the PX and locate those items to ensure MP3 players, CDs, DVDs and game cartridges get returned to the soldier.

_____ **INVENTORY**, describe, and ship all damaged, smashed, broken, dented, etc. items.

_____ **EXERCISE EXTREME CARE** in describing items of intrinsic or sentimental value. When describing jewelry, rings, precious stones, valuable papers, keepsakes, etc., avoid using terms such as "diamond," "gold" and "platinum" without qualifying remarks. The description of jewelry should include only the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions (for example: "**ring, gold in color, with a blue stone, inscribed JHS**").

____ **INVENTORY** cash, important personal documents, papers, bank and credit cards, all other currency, Government checks, personal checks and savings bonds separately.

- For cash, record the amount and type of currency, including any AAFES POGS: e.g., 5 ea \$20 bills, 2 ea quarters, 3 ea 50 cent POGS.
- For credit, debit and ATM cards, list the company or bank that issued it, card holder name, last eight digits of the serial number and the expiration date.
- For unused personal checks and any checks to the Soldier, list the name of the bank, account holder, and the check numbers; i.e., 2126 thru 2150.
- For any personal or Government checks or savings bonds, indicate the type, dollar amounts, serial numbers and the name of the payer in the remarks section of the inventory form.
- Describe any other items that could be redeemable for cash (i.e., Gift Card -AAFES)

____ **RETURN** all unopened letters and packages to the Post Office marked "Return to Sender."

____ **SIGN** a Memorandum For Record stating that you have removed all ordnance, munitions, explosives and flammables when you complete the inventory. Place a copy in each PE container.

SHIPPING ACTIONS:

____ **MAKE 4 COPIES** of your **appointment order**, **no UXO Memorandum**, **Destruction Memorandums**, **complete inventory**, and **this checklist** (pages 1-5 only), completed up to "Final Actions." All these documents should be in packet form, consisting of one copy of each **underlined item**.

____ **PLACE A NUMBERED COPY** of the DA Form(s) 54 in each corresponding numbered footlocker. Place a copy of all the completed inventory documentation in a sealed envelope, marked "**entire inventory**," and secure it to **THE OUTSIDE** of footlocker #1.

____ **TAPE A LABEL** on the outside of each PE footlocker with the following phrase, "**Effects of WIA** (Name/Grade, last four of the SSN, and Organization)" or "**Effects of Injured** (etc.)."

____ **LOCK** each container with padlock or zip-tie, and secure the PE until you can deliver it to the MACP. Tamper-proof seals will be placed on each PE container/footlocker by the MACP.

____ **PERSONALLY ESCORT** the PE to the MACP within 72 hours from the date of your appointment. If you are unable to meet this suspense, or if you must conduct subsequent inventories, notify your chain of command, then contact AHRC-PDC-P at 703-325-5630, DSN 312-221-5630 or send an email message to ARMYPEOPS@conus.army.mil .

____ **REMAIN WITH THE PE** until the footlockers have been signed for by the MACP. Get a receipt memorandum from the MACP for the number of PE footlockers or containers you delivered. The memorandum must include the serial numbers of any seals that were placed on the PE.

Final Actions:

____ **RETURN** any excess packing materials to your supply section when you have finished.

____ **AFTER COMPLETING** all the steps of this checklist you and your assistant must now sign the certification statement at the bottom of this page.

____ **E-MAIL** a copy of the MACP receipt you received when the PE was delivered to the MACP to ARMYPEOPS@conus.army.mil .

____ **MAIL** the original signed inventory and checklist to AHRC-PDC-P, address below. Be sure to retain copies for your appointing authority and your own files.

____ **EXPECT** a call from the JPED, if necessary, to reconcile any issues with your inventory on PE sent to the JPED. You will receive an email from ARMYPEOPS upon the Soldier's receipt of PE. This will be your release from your assignment as that Soldier's Inventory Official.

OUR ADDRESS: CDR, US Army Human Resources Command (HRC)

Attn: AHRC-PDC-P

200 Stovall Street

Alexandria, VA 22332-1844

We certify a complete inventory of the above referenced Soldier's Personal Effects was completed in accordance with this checklist with the Inventory Official and Assistant present at all times. This Soldier's Personal Effects have been properly secured while under our custody and control and that we have complied with the provisions of every item on this checklist, unless noted where applicable.

Signature	Rank	Date
Inventory Official		

Signature	Rank	Date
Inventory Assistant		